



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **INVESTIGATOR** **Medicaid Fraud Control Unit - Neglect** **Charlestown, Indiana**

### **Responsibility**

Investigators are assigned cases under the direction of the Supervising Deputy Attorney General. The Indiana Medicaid Fraud Control Unit Investigator investigates all provider fraud, patient abuse and neglect, and theft of patient funds.

The Investigator works independently or as a team, and is responsible for the entire investigation.

### **Duties**

- Order various documentation from the fiscal intermediary;
- Obtain other documents such as bank records, medical records, patient files, business records, and other records to be used as evidence in judicial proceedings;
- Research the documentation for patterns of billing and illegal activity, and develop schedules of provider billing activities;
- Locate, conduct surveillance and interview witnesses, suspects, and possible expert witnesses;
- Prepare written and recorded statements and evaluate testimony for credibility;
- Conduct undercover operations;
- Prepare comprehensive investigation reports for presentation to a Deputy Attorney General or state or federal prosecutor for criminal referrals;
- Assist the Deputy Attorney General or state or federal prosecutor in preparing the case for court;
- Locate and serve subpoenas on witnesses and suspects;
- Testify in criminal and administrative proceedings;
- Complete any necessary component of the Indiana Law Enforcement Academy;
- Participate in investigator training and perform other work as required.

### **Required Job Skills, Knowledge, And Abilities**

- High school diploma or equivalent-G.E.D.
- 2 year degree in related field or 4 years Law Enforcement investigative experience.
- Working knowledge of state and federal laws and court procedures.
- Working knowledge of the laws of search and seizure, standards of identification, collection and preservation of evidence.
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**Required Job Skills, Knowledge, and Abilities - continued**

- Ability to write detailed, accurate and legible reports.
- Ability to organize and set priorities, work independently, stay on task.
- Preferred candidate will have experience in law enforcement and health care industry, with emphasis on health care fraud investigative experience.

**Work Environment**

- Ability to work inside and outside of an office atmosphere.
- Ability to drive an automobile to locations inside and outside the state of Indiana for work and training purposes.
- Schedule varies depending upon the type of investigation.

**Essential Functions**

- Valid Indiana Driver's License.
- Review and analyze documents containing writings in the English language.
- Accurately compile and calculate numeric information.